

The U.S. Mission in Bangkok provides equal opportunity, and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Vacancy Announcement No. / Position Title**

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**FSN# 2012/48 (T)**

**Mason**

**OPEN TO:** All Interested Candidates

**POSITION:** Mason, FSN-4, FP-AA (Trainee)

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

**QUALIFICATIONS REQUIRED:**

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. (Provide a copy of valid TOEIC score of at least 250, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application).

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2012/48**

**Mason**

**OPEN TO:** All Interested Candidates

**POSITION:** Mason, FSN-5, FP-9

**OPENING DATE:** October 26, 2012

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

**QUALIFICATIONS REQUIRED:**

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 400 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application).

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: Until Filled**

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**FSN# 2013/97 (T)**  
**Security Investigator**

**OPEN TO:** All interested Candidates

**POSITION:** Security Investigator, FSN-8; FP-6, Trainee

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 7, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Conduct a variety of sensitive and complex investigation concerning misconduct, criminal activity, threats or security incidents as well as pre-employment investigations for security clearance for locally employed staff and local contractors. Duties include coordinating responses to emergency situations involving accidents and criminal actions and maintaining liaison with high level officials of Royal Thai Government (RTG), Royal Thai Police (RTP) and military offices.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Political Science, Social Science, Public Administration or related discipline;
- (2) Two years of progressively responsible experience in investigative work with military, police, private security organization;
- (3) Level IV (Fluent) in spoken and written English and Thai (must provide a copy of valid TOEIC score of 855 or higher with application, or application will not be considered);
- (4) Ability to maintain extensive contacts with officials of local government;
- (5) Ability to exercise initiative and resourcefulness in obtaining information or evidence;

(6) Skill in conducting investigations to include interviewing and report writing.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 7, 2013**

**“This is a re-advertisement of announcement from September 12, 2013. Applications previously received will also be considered.”**

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**FSN# 2013/97**  
**Security Investigator**

**OPEN TO:** All interested Candidates

**POSITION:** Security Investigator, FSN-9; FP-5 (Step 1 thru 4)

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 7, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Conduct a variety of sensitive and complex investigation concerning misconduct, criminal activity, threats or security incidents as well as pre-employment investigations for security clearance for locally employed staff and local contractors. Duties include coordinating responses to emergency situations involving accidents and criminal actions and maintaining liaison with high level officials of Royal Thai Government (RTG), Royal Thai Police (RTP) and military offices.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Political Science, Social Science, Public Administration or related discipline;
- (2) Three years of progressively responsible experience in investigative work with military, police, private security organization;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Ability to maintain extensive contacts with officials of local government;
- (5) Ability to exercise initiative and resourcefulness in obtaining information or evidence;



(6) Skill in conducting investigations to include interviewing and report writing.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 7, 2013**

**“This is a re-advertisement of announcement from September 12, 2013. Applications previously received will also be considered.”**

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**FSN# 2013/106 (T)**  
**Purchasing Agent**

**OPEN TO:** All interested Candidates

**POSITION:** Purchasing Agent, FSN-6, FP-8, Trainee

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 7, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The Board for International Broadcasting is seeking an individual for the position of Purchasing Agent in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at A. Ban Dung, Udon Thani Province.

**BASIC FUNCTIONS REQUIRED:**

Serves as procurement assistant under the direction of the Supervisory Administrative Management Specialist. Be primarily responsible for all procurement of the station needed materials and services, purchase card transactions, and incoming shipments.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Management and/or Social Science;
- (2) Two years progressively responsible experience in procurement and related fields;
- (3) Level IV (fluent) speaking/reading/writing in Thai and Level III (good working knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of 600 or higher with application, or application will not be considered);
- (4) Ability to deal appropriately with vendors and contractors and effectively with counterparts at the Embassy and other U.S. agencies;
- (5) Ability to deal with supervisory personnel and all levels of workers.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 7, 2013.**

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**FSN# 2013/106**  
**Purchasing Agent**

**OPEN TO:** All interested Candidates

**POSITION:** Purchasing Agent, FSN-7, FP-7

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 7, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The Board for International Broadcasting is seeking an individual for the position of Purchasing Agent in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at A. Ban Dung, Udon Thani Province.

**BASIC FUNCTIONS REQUIRED:**

Serves as procurement assistant under the direction of the Supervisory Administrative Management Specialist. Be primarily responsible for all procurement of the station needed materials and services, purchase card transactions, and incoming shipments.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Management and/or Social Science;
- (2) Three years progressively responsible experience in procurement and related fields;
- (3) Level IV (fluent) speaking/reading/writing in Thai and Level III (good working knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of 600 or higher with application, or application will not be considered);
- (4) Ability to deal appropriately with vendors and contractors and effectively with counterparts at the Embassy and other U.S. agencies;
- (5) Ability to deal with supervisory personnel and all levels of workers.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 7, 2013.**

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**FSN# 2013/108**  
**Telephone Supervisor**

**OPEN TO:** All interested Candidates

**POSITION:** Telephone Supervisor, FSN-6, FP-8

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 14, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Telephone Supervisor in its Information Resource Management/Information Program Office, located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The Telephone Switchboard Supervisor is responsible for all areas concerning the overall leadership/management for the processing and handling of diplomatic, official, and emergency telecommunications to include all of its equipment and human resources. Incumbent is responsible for the supervision of (9) telephone operators/interpreters/shift leaders and ensures the switchboard is adequately and efficiently staffed 24/7 365 days a year. Incumbent must be able to work with minimal supervision and provide first tier emergency communications for Mission Thailand.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor degree in Liberal Arts, Communications or Business Administration is required;
- (2) Three years experience as a Telephone Switchboard Operator is required;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (must provide a copy of valid TOEIC score of 855 or higher with application, or application will not be considered);
- (4) Must be able to work as a backup operator for any rotational shift in case of emergency;
- (5) Must be able to maintain and update database/documents via different computer technologies;

(6) Able to manage a large staff to support all telecommunications operations.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 14, 2013**

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**FSN# 2013/109 (T)**  
**Secretary**

**OPEN TO:** All interested candidates

**POSITION:** Secretary, FSN-6, FP-8, Trainee

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 14, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its Department of Immunology and Medicine, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Acts as the department secretary to manage the work of Department of Immunology and Medicine, which includes 3 US military senior scientists, 3 FSN Medical Research Scientists, 3 CA Medical Research Scientists, 4 foreign contract Medical Research Scientists, 14 FSNs, and 17 contract medical technician employees (CA). This requires close coordination with other Departments, the HQ AFRIMS, and several administrative offices represented at the American Embassy in Bangkok.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Science, Social Sciences or Arts is required;
- (2) Two years of secretarial experience working in a government position is required;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (valid TOEIC score of 855 or higher);
- (4) Able to estimate cost travel for both in-country and out of Thailand;
- (5) Must have computer skills with demonstrated experience with a windows environment.

**ADDITIONAL SELECTION CRITERIA:**



- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 14, 2013**

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**FSN# 2013/109****Secretary**

**OPEN TO:** All interested candidates

**POSITION:** Secretary, FSN-7, FP-7

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 14, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in its Department of Immunology and Medicine, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Acts as the department secretary to manage the work of Department of Immunology and Medicine, which includes 3 US military senior scientists, 3 FSN Medical Research Scientists, 3 CA Medical Research Scientists, 4 foreign contract Medical Research Scientists, 14 FSNs, and 17 contract medical technician employees (CA). This requires close coordination with other Departments, the HQ AFRIMS, and several administrative offices represented at the American Embassy in Bangkok.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's degree in Science, Social Sciences or Arts is required;
- (2) Three years of secretarial experience working in a government position is required;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (valid TOEIC score of 855 or higher);
- (4) Able to estimate cost travel for both in-country and out of Thailand;
- (5) Must have computer skills with demonstrated experience with a windows environment.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 14, 2013**

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**FSN# 2013/110 (T)**  
**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-7; FP-7, Trainee

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 7, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 7, 2013.**

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**FSN# 2013/110**

**Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner (PSU), FSN-8; FP-6

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 7, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

**QUALIFICATIONS REQUIRED:**

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

(5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;

(6) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

#### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

(1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold medical and security clearances.

(3) The candidate must submit all the required documents as requested.

(4) Current employees serving a probation period are not eligible to apply.

#### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 7, 2013.**

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**FSN# 2013/111 (T)**  
**Medical Research Scientist**

**OPEN TO:** All interested candidates

**POSITION:** Medical Research Scientist, FSN-9, FP-5 (Step 1 thru 4), Trainee

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 7, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Veterinary Medical Pathology Laboratory and Research (VCPLR) Branch, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as a Veterinary Research Project Manager; plans; directs; and executes retrospective and prospective clinical and pathologic research in a wide range of infectious diseases common to South East Asia using animal models. He/she optimizes and teaches colleagues in laboratory techniques and activities in order to expand the division of Comparative Pathology's capabilities in PCR, immunofluorescence and immunohistochemistry (IHC); design, write and submit research proposals for grants, collaborate extensively with scientists internationally in the development and execution of research projects, seek out publishing and collaboration opportunities and present results and update progress of research studies at local and international meeting and scientific forums.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) PhD in Medical Science is required;
- (2) Two years experience in conducting medical research using laboratory animals is required, with particular emphasis on rodents and non-human primates;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (valid TOEIC score of 855 or higher);



- (4) Must have technical experience and expertise in immunohistochemistry as well as other molecular diagnostic techniques such as RT-PCR and QT-PCR;
- (5) Must have strong technical writing skills, with evidence of successful publishing as first author/coauthor of scientific articles in infectious diseases;
- (6) Must have supervision and management abilities.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 7, 2013**

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**FSN# 2013/111**

**Medical Research Scientist**

**OPEN TO:** All interested candidates

**POSITION:** Medical Research Scientist, FSN-10, FP-5 (Step 5 thru 14)

**OPENING DATE:** October 25, 2013

**CLOSING DATE:** November 7, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-10, THB 760,852per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its Department of Veterinary Medical Pathology Laboratory and Research (VCPLR) Branch, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as a Veterinary Research Project Manager; plans; directs; and executes retrospective and prospective clinical and pathologic research in a wide range of infectious diseases common to South East Asia using animal models. He/she optimizes and teaches colleagues in laboratory techniques and activities in order to expand the division of Comparative Pathology's capabilities in PCR, immunofluorescence and immunohistochemistry (IHC); design, write and submit research proposals for grants, collaborate extensively with scientists internationally in the development and execution of research projects, seek out publishing and collaboration opportunities and present results and update progress of research studies at local and international meeting and scientific forums.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) PhD in Medical Science is required;
- (2) Three years experience in conducting medical research using laboratory animals is required, with particular emphasis on rodents and non-human primates;
- (3) Level IV (fluent) speaking/reading/writing in English and Thai (valid TOEIC score of 855 or higher);

- (4) Must have technical experience and expertise in immunohistochemistry as well as other molecular diagnostic techniques such as RT-PCR and QT-PCR;
- (5) Must have strong technical writing skills, with evidence of successful publishing as first author/coauthor of scientific articles in infectious diseases;
- (6) Must have supervision and management abilities.

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website: [http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION: November 7, 2013**

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